

## Instruction Sheet

### COMPLETING THE 2016 REPORT FORM

Make all entries clear and easy to read. Use a **blue** or **black** ball point pen. Enter your answers in the proper spaces and in the units requested, i.e., number of acres, dollars, percent, etc. Mark all applicable Yes/No boxes with an "X."

Refer to the instructions below for completing your report form. The report form was mailed to agricultural producers and growers throughout the United States. Because it is meant for use in all parts of the country, it may contain items and inquiries which do not apply to your operation. In this case, mark the "No" or "None" box and go on to the next item or section.

#### **If You Did Not Produce or Grow Any Organic Agricultural Products**

In Section 1, item 1, select "No", then go to Section 10.

#### **If You Did Not Have Any Certified Organic Production as Determined by the USDA's National Organic Program (NOP) standards in 2016**

In Section 1, item 2, select "No," then go to Section 10.

#### **If You Did Not Operate Any Agricultural Land in 2016**

Write "Did not operate agricultural land in 2016" below the address label on the report form then go to Section 10 and complete the remainder of the report form. Mail the completed report form in the return envelope.

#### **Partial Year Operation**

If you stopped farming at any time during 2016, complete the report form for the portion of 2016 that you did farm. Write "Stopped farming in 2016" and the date you stopped farming below the address label on the report form and mail the completed report form in the return envelope.

#### **If You Receive More Than One Report Form for the Same Operation**

Return any duplicate report forms in the same envelope with the completed report form(s). In the address area of the report form(s) you complete, write the 11-digit ID number from the address label of the extra report form(s).

#### **Partnership Operations**

Complete only ONE report form for a partnership operation and include all partners' shares on the same report form. If two or more report forms were received for the partnership, see instruction on "If You Receive More Than One Report Form for the Same Operation" above.

### REPORTING VALUE OF SALES

Report the value of all certified crops (including field crops, hay, fruits, berries, tree nuts, vegetables, floriculture, nursery and greenhouse crops, Christmas trees, maple syrup, etc.) and certified livestock (including poultry and livestock products) sold from this operation in 2016 in the appropriate commodity section. Include the value of your landlord's share of the commodities harvested. Report commodities as sold that you owned and moved to someone else's operation for further feeding, such as cattle. Report the gross value before the deduction of expenses, fees, or income taxes. Include payments received in 2016

from cooperatives or marketing organizations for crops produced on this operation. Also, include as sales your estimate of the value of any crop or livestock removed from this operation in trade of services, such as baled hay for labor or other services. Report the total value you received for animals and poultry sold from this operation in 2016, without deducting production or marketing expenses (cost of feed, cost of livestock purchased, cost of hauling and selling, etc.).

***Do NOT include:***

- Proceeds from CCC loans or other government payments.
- The value of sales of any cattle, hogs, or poultry owned by you but kept and sold from a location you did not operate.
- The value of commodities grown by other people under a production contract.

**INSTRUCTIONS BY SECTION**

**SECTION 1 OPERATION INFORMATION**

***Item 1*** – Report for all organic agricultural products of any kind produced or grown on this operation, including field crops, hay, fruits, berries, tree nuts, vegetables, floriculture, nursery and greenhouse crops, Christmas trees, maple syrup, livestock, poultry, etc.

***Item 2*** – The operation must have certified organic production as determined by the USDA's National Organic Program (NOP) standards. Operations not certified organic must select "No" and go to Section 10.

***Item 3*** – Report the agency or organization that certified this operation for certified organic production in 2016.

***Items 4a – 4c*** – Report in whole numbers the number of certified organic acres owned, leased from others, and/or leased to others.

***Item 5*** – Calculate and report the sum of items 4a – 4c. The result of  $4a + 4b - 4c$ .

***Items 6a – 6b*** – Report in whole numbers the number of certified organic acres reported in item 5 that were cropland, pastureland and/or rangeland. (Cropland includes certified organic land from which crops were harvested or hay was cut, including land used for field crops, vegetables, fruits, nuts, berries, orchards, vineyards, nursery and greenhouse crops, Christmas trees, citrus groves, and maple syrup).

**SECTION 2 CERTIFIED ORGANIC FIELD CROPS**

***Item 2 - Field Crops/Hay and Code*** – If not preprinted, enter the name and code of the crop(s) harvested in 2016 from the Crop Code box on the bottom of the page. If a crop is not listed, select the code 2700 (Field Crop not listed), 2510 (Dry beans not listed), and/or 2650 (Dry peas not listed) and write in the name of the crop. If additional space is needed to report a crop and its production, use a separate piece of paper.

***Certified Organic Acres Harvested*** – Enter the certified acres harvested in 2016. Round fractions to whole acres except for tobacco which is reported in tenth acres.

***Certified Organic Production*** – Enter the total amount of certified organic production using the appropriate unit.

***QUANTITY of Certified Organic Production Sold*** – Report all certified organic production that was sold.

***GROSS VALUE of Certified Organic Production Sold*** – Enter the gross value of certified organic production sold. See 'REPORTING VALUE OF SALES' for further instruction.

### **SECTION 3 CERTIFIED ORGANIC GRAPES**

**Items 2a & 2b – Acreage and Production** – Enter the total number of bearing age certified organic grape acres harvested in 2016 to the tenth of an acre. Enter the total amount of certified organic grape production in 2016 to nearest pound.

**Item 2c – Certified Organic Grape Varieties by Use Quantity and Gross Value Sold**

**Grape Variety by Use and Code** – Enter the name and code of the certified organic grape variety(ies) harvested in 2016 from the Grape Variety Code box at the bottom of the page. If a variety was harvested for fresh and wine production, report in both (a.) fresh and (b.) wine production. If a grape variety is not listed, select the code 31 (Varieties not listed) and write in the name of the grape. If additional space is needed to report a grape variety and its production as fresh or for wine, use a separate piece of paper.

**Quantity of Certified Organic Production Sold** – Enter the quantity of certified organic production that was sold for each use to the nearest pound. If a variety was sold as fresh and for wine production, report in both (a.) fresh and (b.) wine production. Include all grape varieties when reporting grapes harvested for juice production (c.), raisins (d.), and other processing uses (e.).

**GROSS VALUE of Sales of Certified Organic Production** – Enter the gross value of certified organic production sold for each use. See 'REPORTING VALUE OF SALES' for further instruction.

### **SECTION 4 CERTIFIED ORGANIC APPLES**

**Item 2 – Acreage and Production**

**Apple Variety and Code** – If not preprinted, enter the name and code of the certified organic apple variety(ies) harvested in 2016 from the Apple Variety Code box in the center of the page. If an apple variety is not listed, select the code 4480 (Varieties not listed) and write in the name of the apple. If additional space is needed to report an apple variety and its production, use a separate piece of paper.

**Certified Organic Acres Harvested** – Enter the certified organic acres harvested 2016 in whole and tenth acres.

**Quantity/Unit/Pounds per Unit** – Report the total certified amount produced in 2016. Report production using any unit. If pounds or tons is not used for the unit of production, report the lbs. per unit. Example units include: lbs., cwt, tons, bushels, boxes/baskets, bins, and other.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold fresh. See 'REPORTING VALUE OF SALES' for further instruction.

**Item 3 – Quantity and Gross Value Sold**

**Apple Variety and Code** – If not preprinted, enter the name and code of the certified organic apple variety(ies) sold from the harvested apples in Item 2. Use the Apple Variety Code box on the bottom of the page. If an apple variety is not listed, select the code 4485 (Varieties not listed) and write in the name of the apple. If additional space is needed to report an apple variety and its production, use a separate piece of paper.

**Item 3 – FRESH MARKET:** Apples sold as a whole fresh fruit.

**QUANTITY/Unit/Pounds per Unit** – Report the total certified amount sold fresh in 2016. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs. per unit. Example units include: lbs., cwt, tons, bushels, boxes/baskets, bins, and other.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold fresh. See 'REPORTING VALUE OF SALES' for further instruction.

**Item 3 – COMMERCIAL PROCESSING:** Apples sold in a processed form such as apple juice, cider, dried, frozen and canned.

**QUANTITY/Unit/Pounds per Unit** – Report the total certified amount sold in 2016 for commercial processing. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs. per unit. Example units include: lbs., cwt, tons, bushels, boxes/baskets, bins, and other.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold for commercial processing. See 'REPORTING VALUE OF SALES' for further instruction.

## **SECTION 5 CERTIFIED ORGANIC CITRUS FRUITS**

### **Item 2 – Acreage and Production**

**Citrus Fruit and Code** – Enter the name and code of the certified organic citrus fruit harvested in 2016 from the Code boxes on the bottom of the page. If a citrus fruit is not listed, select the code 7130 (Citrus fruits not listed) and write in the name of the crop. If additional space is needed to report a citrus fruit and its production, use a separate piece of paper.

**Certified Organic Acres Harvested** – Enter the certified organic acres harvested in 2016 in whole and tenth acres.

**Quantity/Unit/Pounds per Unit** – Report the total certified organic amount produced in 2016. Report production using any unit. If pounds or tons is not used for the unit of production, report the lbs. per unit. Example units include: lbs., cwt, tons, bushels, boxes/baskets, bins, and other.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold. See 'REPORTING VALUE OF SALES' for further instruction.

### **Item 3 – Quantity and Gross Value Sold**

**Citrus Fruit and Code** – If not preprinted, enter the name and code of the certified organic citrus fruit sold from the harvested fruit in Item 2. Use the Citrus Fruit Code box on the bottom of the page. If a citrus fruit is not listed, select the code 7135 (Citrus fruits not listed) and write in the name of the citrus fruit. If additional space is needed to report a citrus fruit and its production, use a separate piece of paper.

**Item 3 – FRESH MARKET:** Citrus fruit sold as a whole fresh fruit.

**QUANTITY/Unit/Pounds per Unit** – Report the total certified amount sold fresh in 2016. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs. per unit. Example units include: lbs., cwt, tons, bushels, boxes/baskets, bins, and other.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold fresh. See 'REPORTING VALUE OF SALES' for further instruction.

**Item 3 – COMMERCIAL PROCESSING:** Citrus fruit sold in a processed form such as juiced, canned, dried, etc.

**QUANTITY/Unit/Pounds per Unit** – Report the total certified amount sold in 2016 for commercial processing. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs. per unit. Example units include: lbs., cwt, tons, bushels, boxes/baskets, bins, and other.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold for commercial processing. See 'REPORTING VALUE OF SALES' for further instruction.

## **SECTION 6 OTHER CERTIFIED ORGANIC BERRIES, TREE NUTS, AND FRUITS**

**Item 2 – Acreage and Production**

**Berries, Tree Nuts, and Fruit and Code** – If not preprinted, enter the name and code of the certified organic berry, tree nut or fruit harvested in 2016 from the Code boxes on the bottom of the page. If a berry, tree nut or fruit is not listed, select the code 6130 (Berries not listed), 6320 (Nuts not listed) and/or 6660 (Fruits not listed) and write in the name of the crop. If additional space is needed to report a fruit, tree nut and/or berry and its production, use a separate piece of paper.

**Certified Organic Acres Harvested** – Enter the certified organic acres harvested in 2016 in whole and tenth acres.

**Quantity/Unit/Pounds per Unit** – Report the total certified amount produced in 2016. Report production using any unit. If pounds or tons is not used for the unit of production, report the lbs. per unit. Example units include: lbs., cwt, tons, bushels, boxes/baskets, bins, and other.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold. See 'REPORTING VALUE OF SALES' for further instruction.

**Item 3 – Quantity and Gross Value Sold**

**Citrus Fruit and Code** – If not preprinted, enter the name and code of the certified organic berry, tree nut or fruit sold from the harvested berry, tree nut or fruit in Item 2. Use the Berry, Tree nut or Fruit Code box on the bottom of the page. . If a berry, tree nut or fruit is not listed, select the code 6135 (Berries not listed), 6325 (Nuts not listed) and/or 6665 (Fruits not listed) and write in the name of the crop. If additional space is needed to report a berry, tree nut or fruit and its production, use a separate piece of paper.

**Item 3 – FRESH MARKET:** Berries, tree nuts, and fruit sold as a whole fresh fruit.

**QUANTITY/Unit/Pounds per Unit** – Report the total certified amount sold fresh in 2016. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs. per unit. Example units include: lbs., cwt, tons, bushels, boxes/baskets, bins, and other.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold fresh. See 'REPORTING VALUE OF SALES' for further instruction.

**Item 3 – COMMERCIAL PROCESSING:** Berries, tree nuts, and fruit sold in a processed form such as juiced, canned, dried, etc.

**QUANTITY/Unit/Pounds per Unit** – Report the total certified amount sold in 2016 for commercial processing. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs. per unit. Example units include: lbs., cwt, tons, bushels, boxes/baskets, bins, and other.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold for commercial processing. See 'REPORTING VALUE OF SALES' for further instruction.

**SECTION 7 CERTIFIED ORGANIC VEGETABLES GROWN IN THE OPEN**

**Item 2 – Acreage and Production**

**Vegetables and Code** – If not preprinted, enter the name and code of the certified organic vegetable, grown in the open, harvested in 2016 from the Vegetables Code box on the bottom of the page. If a vegetable is not listed, select code 3530 (Vegetables not listed) and write in the name of the vegetable. If additional space is needed to report a vegetable and its production, use a separate piece of paper.

**Certified Organic Acres Harvested** – Enter the certified organic acres harvested in 2016 in whole and tenth acres.

**Quantity/Unit/Pounds per Unit** – Report the total certified amount produced in 2016. Report production using any unit. If pounds or tons is not used for the unit of production, report the lbs. per unit. Example units include: lbs., cwt, tons, bushels, boxes/baskets, bins, and other.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold. See 'REPORTING VALUE OF SALES' for further instruction.

**Item 3 – Quantity and Gross Value Sold**

**Vegetables and Code** – If not preprinted, enter the name and code of the certified organic vegetable grown in the open sold from the harvested vegetables in Item 2. Use the Vegetables Code box on the bottom of the page. If a vegetable is not listed, select the code 3535 (Vegetables not listed) and write in the name of the crop. If additional space is needed to report a vegetable and its production, use a separate piece of paper.

**Item 3 – FRESH MARKET:** Vegetables grown in the open sold as fresh produce.

**QUANTITY/Unit/Pounds per Unit** – Report the total certified amount sold fresh in 2016. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs. per unit. Example units include: lbs., cwt, tons, bushels, boxes/baskets, bins, and other.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold fresh. See 'REPORTING VALUE OF SALES' for further instruction.

**Item 3 – COMMERCIAL PROCESSING:** Vegetables grown in the open sold in a processed form such as juiced, canned, dried, etc.

**QUANTITY/Unit/Pounds per Unit** – Report the total certified amount sold in 2016 for commercial processing. Report any unit for the quantity sold. If pounds or tons is not used for the unit sold, report the lbs. per unit. Example units include: lbs., cwt, tons, bushels, boxes/baskets, bins, and other.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold for commercial processing. See 'REPORTING VALUE OF SALES' for further instruction.

**SECTION 8 CERTIFIED ORGANIC FLOURICULTURE CROPS, NURSERY CROPS, MUSHROOMS, VEGETABLES/HERBS UNDER PROTECTION, CHRISTMAS TREES, AND MAPLE SYRUP**

**UNDER PROTECTION:** any crop covering including glass, rigid plastic, and plastic film including "tunnel" protection and hoop houses.

**Items 1a – 1f – Square Feet Harvested** – If applicable, enter the certified organic square feet harvested in 2016.

**Items 1a – 1d – Acres in the Open** – If applicable, enter the certified organic acres harvested in 2016 in whole and tenth acres.

**Items 1a – 1f – GROSS VALUE of Sales** – Enter the gross value of sales of certified organic production.

**Item 1g – Acres/Number/GROSS VALUE** – Enter the certified organic acres harvested in 2016, the number of trees cut and the gross value of sales of certified organic production.

**Item 1h – Number/Gallons/GROSS VALUE** – Enter the number of certified organic taps on the operation in 2016, the total gallons of certified organic syrup produced and the gross value of sales of certified organic production.

**SECTION 9 CERTIFIED ORGANIC LIVESTOCK, POULTRY AND LIVESTOCK PRODUCTS**

## 2016 Certified Organic Survey

**Item 1** – Include all certified organic livestock, poultry, and their products on the land you operate, regardless of ownership. This includes livestock owned by someone else under a production contract. Include livestock on public or industrial property under a grazing permit. Do not include livestock or poultry grown or fed by someone else on a contract basis.

**PEAK 2016 Certified Organic Inventory** – Enter the largest inventory number on your operation during 2016.

**Dec. 31, 2016 Certified Organic Inventory** – Enter the number of each livestock commodity that was on the operation on December 31, 2016.

**QUANTITY of Certified Organic Production Sold or Moved** – Report all certified organic production that was sold or moved from this operation.

**GROSS VALUE of Certified Organic Production Sold** – Enter the gross value of certified organic production sold. See 'REPORTING VALUE OF SALES' for further instruction.

**Item 2** – A **production contract** is a verbal or written agreement setting terms, conditions, and fees to be paid by the contractor to the operation for the production of livestock, poultry, or their products. The contractor owns the livestock or poultry and often supplies other inputs. Do not include marketing contracts, which is a contract for only the price and quantity.

### **SECTION 10** COMPLETE THIS SECTION ONLY IF YOU HAD NO CERTIFIED ORGANIC PRODUCTION IN 2016

**Item 1** – Select “Yes” or “No” if this operation was certified organic under USDA NOP standards in 2016, but had no production.

**Item 2** – Select “Yes” or “No” if this operation was exempt from organic certification in 2016 (exempt means sales below \$5,000).

**Item 3** – Select “Yes” or “No” if this operation was certified organic under USDA NOP standards at any time prior to 2016.

**Item 4** – Select “Yes” or “No” if this operation certified as a handler or processor of certified organic products in 2016.

**Item 5** – Select “Yes” or “No” if this operation only collected wild products in 2016.

**Item 6** – Specify any other reason you had NO certified organic production in 2016.

### **SECTION 11** CONCLUSION

**Item 1** – Report other name or addresses that may be associated with this operation.

Report any additional comments in the Comments box.

Please print the name of the person completing this form, their telephone number and the date completed in the boxes provided.